

**COMMISSION ON TECHNOLOGY**  
**Agenda Information/Action Item**  
**Meeting Date: February 10, 2012**

<i>Agenda Item:</i>	<i>Type of Action Requested:</i>
<u><a href="#">EXPECTATIONS FOR SCANNED DOCUMENTS</a></u> - Review, Discuss, Approve/Table/Reject	<input checked="" type="checkbox"/> Formal Action/Request <input type="checkbox"/> Information Only <input type="checkbox"/> Other

**FROM:**

*Mr. Jim Price, AOC e-Filing Program Manager*

**SUMMARY:**

The e-Filing team has discovered that court practices differ on the subject of storing electronic documents. Some combine all documents received through AZTurboCourt and over-the-counter from filers into a single composite file while others store each scanned image and filing individually. No policy guidance exists today because the paper world operated both paradigms simultaneously -- multiple, individual filings were combined into a single file folder on the shelf and the entire folder was presented to the judge when needed.

Requirements for e-filing and public access to case-related documents under Rule 123 necessitate that documents be stored individually with individual metadata including security values, even if they get presented in an aggregate view for use by judges or clerks.

Jim Price will share the ramifications of storing all case documents in a single file and request that courts be instructed to change their business practice to store filings individually.

**STAFF RECOMMENDATION:**

Staff was surprised to discover that not all courts store electronic files individually and concurs with Jim's request for clear guidance to help standardize business practice at those courts that do not share the single-document paradigm. Requiring individual documents best supports the Court's overarching goals of providing both necessary security and appropriate public access.

<b>ACTION OPTIONS:</b>
<ol style="list-style-type: none"><li>1. Direct that courts store individual e-filed and scanned documents as individual files.</li><li>2. Direct that court store e-filed and scanned documents as one composite case file.</li><li>3. Make no motion about storing electronic documents, allowing current practices in courts to continue, resulting in proliferation of a mixed environment.</li><li>4. Table any decision about storing filed and scanned documents until a later time.</li></ol>